

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Recreation and Parks



REQUEST FOR SPACE (RFS) APPLICATION
DEADLINE EXTENSION

Introduction

The attached Request for Space (RFS) application is for organizations and groups that are interested in using DC Parks and Recreation (“DPR and/or Department”) facilities free of charge for their various programs and community activities. In keeping with the Department’s focus on holistic approaches to programming for youth and families, arts organizations and youth development organizations are strongly encouraged to apply. Free space in Recreation facilities will be available from **October 1, 2002 to September 30, 2003** in Phase II of this pilot project. There is no money available for program or other costs; **this application is for space only.**

Eligibility

Applicants must be:

- A Not for Profit Incorporated organization; or
- An emerging group actively pursuing 501 (c) (3) tax-exempt status.

Process/Timetable

Fill out the attached application in full. If you are requesting use of more than one facility, you must submit an application for each facility. Please be specific about the days and hours you are requesting. Applications must be completed and returned by **September 6, 2002**. Please return this application to:

DEPARTMENT OF PARKS AND RECREATION
4301 Connecticut Avenue, NW, Suite 240
Washington DC 20008

The Department will proceed with a two-step review process and all applicants who are selected will be notified in writing by **October 1, 2002**. Please note: if necessary, DPR may request a formal interview with applicants to discuss their program proposal in greater detail.) After the final review process is complete, DPR will contact selected candidates to work out details and set up a time for a joint review of the RFS contract.

Please Note:

Submission of an application does not guarantee the granting of free space in a Recreation facility. The allocation of free space will be contingent upon the number of requests, space availability, and final approval by the Director of Parks and Recreation. Also, the following factors are within the sole discretion of DPR:

- selection of the applicant;

- type of activity for which space is available;
- type of space that is available (i.e., the facility and/or property);
- acceptability of the type and duration of community service to be provided; and
- duration of the applicant's use of the space.

If you have any additional questions, please call:

Sherry C. Deane, Associate Director of Programs, at (202) 282-0729

OVERVIEW

The Department of Parks and Recreation ("DPR") is proud to announce the continuation of a Request for Space Project as an effort to leverage corporate, nonprofit, and other government resources in support of recreation in un-served and underserved neighborhoods located throughout the District of Columbia. This initiative will expand neighborhood access to one of the city's best resources: recreation facilities. The goal of Phase II of this effort is to offer community based non-profit organizations space within local recreation centers to provide recreational, artistic, and/or cultural programming that benefits targeted populations, i.e., adolescents, young adults, seniors, and the general community.

In trying to determine the best strategy for informing various organizations and/or groups of DPR's Request For Space Program, DPR will utilize the DC Government web site, community meetings, community bulletins, District agencies, and other communication processes. DPR is hopeful that its selected communication efforts will reach a variety of individuals and organizations wishing to collaborate with DPR in creating better recreational programs for DC citizens. This Request for Space is targeted to arts organizations, youth serving agencies, community development corporations, career planning groups, community-based organizations, civic associations, and other viable organizations and/or groups. DPR will be responsible for maintenance and the **reasonable use** of utilities by the organization. However, if it is determined that any organization/group is willfully destroying or abusing DPR facilities, DPR will terminate the relationship with the organization.

SELECTION CRITERIA

- A. Administrative Description, Background and Qualifications (20 Points)
Previous experience and demonstrated ability in delivering recreational services, out-of-school time activities and programs, as well as other related program offerings.
- B. Knowledge of Proposed Community (20 Points)
History of service delivery within geographic area of the proposed program.
- C. Program Design (40 Points)
Variety and quality of program components within the proposed center.
- D. Budget (20 Points)
Administrative and fiscal capacity to fulfill commitment and provide adequate staff and supplies.

E. BONUS POINTS (10 POINTS) – CULTURAL ARTS DIRECT SERVICE DELIVERERS.

PROPOSAL SUBMISSION PROCESS

1. Proposals must be submitted no later than 5:00 p.m. on **September 6, 2002** to the Department of Parks and Recreation at 4301 Connecticut Avenue, Suite 240, Washington, DC 20008.
2. If proposals are mailed, they must be postmarked not later than **September 6, 2002**.

SELECTION PROCESS

Proposals will be evaluated using a two-tier approach. The first tier will consist of the evaluation and review of the written proposals by a rating team composed of members of the Recreation Assistance Board. The second tier will consist of a final evaluation and review of the written proposals by a rating team composed of staff from the Department of Parks and Recreation. In addition, any space provided to a successful applicant will be conditioned upon the applicant fulfilling the community service components of its applications.

Written proposals will be evaluated based on the relative weights described in the **SELECTION CRITERIA** section.

Proposals will be evaluated by the geographical location – i.e., proposals submitted for each geographic area will be evaluated only against the other proposals submitted for that area. See Appendix A for a listing of available facilities.

SCOPE OF SERVICES

Applicants are encouraged to be creative in designing a package that meets the particular needs of their community while encompassing the goals of the Department of Parks and Recreation.

INSTRUCTIONS FOR PREPARING PROGRAM NARRATIVE

Describe the proposed program in narrative form. The narrative must be legible and typed in black ink on letter size (8 1/2" x 11") paper.

The proposal will be judged on content, not length. Clear, concise responses to the requested information are recommended.

The proposal should not exceed ten typed double spaced pages excluding charts, budget or optional budget narrative.

It is requested that each applicant follow the sequence outlined below, using the section headings listed. Number your pages consecutively.

A. Administrative Description, Background and Qualifications

1. Briefly describe the following:
 - a. Overall purpose and goals of your group.
 - b. Qualifications of staff to provide the proposed service.
 - c. Linkages with other programs and service providers within the community.
 - d. Evidence of ability to leverage corporate, foundation, and nonprofit support.
2. Describe past experiences in administering recreational and other out-of-school time activities and/or program services, and other program offerings.

B. Agency Knowledge of Proposed Community

Describe the geographic area to be served by the proposed program, including:

1. The population to be served by the program. Provide detailed information about the projected number to be served. (Participants in the program must be residents of the District of Columbia.)
2. The service needs of the target populations to be met by the program.
3. Your group service delivery history within the community.

C. Program Design

1. Describe the manner in which you plan to involve the community.
2. Describe the program services currently operated by your group.
3. Describe the services to be offered at the center. For each service component describe:
 - a. The target population.
 - b. Measurable objectives.
 - c. Recruitment and outreach efforts.
 - d. Intake procedures and discharge/termination procedures, if applicable.
 - e. Staffing pattern, job descriptions and personnel requirements, including volunteers.
 - f. In a chart, a clear depiction of a full week schedule of activities for the site.

D. Budget

Provide budget information that reflects your organization's ability to fulfill its commitment regarding:

1. Administrative and fiscal capacity; and
2. Staff and supplies.

Appendix A

1. Bald Eagle Recreation Center
Martin Luther King, Jr. Ave. and Joliet Street, SW
(202) 645-3966
(202) 645-3964
2. Benning Park Community Center
53rd and Fitch Streets, SE
(202) 645-3953
3. Benning Stoddert Community Center
100 Stoddert Place, SE
(202) 645-3956
(202) 645-3955
4. Douglass Community Center
20th Street and Stanton Terrace, SE
(202) 645-3980
(202) 645-3979
5. Edgewood Recreation Center
Third and Evarts Street, NE
(202) 576-6415
6. Fort Davis Community Center
1400 41st Street, SE
(202) 645-3975
7. Fort Greble Recreation Center
Martin Luther King, Jr. Ave and Elmira Street, SW
(202) 645-3973
8. Fort Stanton Community Center
18th and Erie Streets, SE
(202) 645-5047
9. Hamilton Recreation Center
13th and Hamilton Streets, NW
(202) 576-6855

10. Hillcrest Recreation Center
45th and Denver Streets, SE
(202) 645-3988
11. Kenilworth Parkside Recreation Center
4300 Anacostia Ave., NE
(202) 727-5440
(202) 727-5439
(202) 724-8934
12. Randall Recreation Center
South Capitol and I Streets, SW
(202) 727-5505
(202) 727-5504
13. Takoma Recreation Center
Third and Van Buren Streets, NW
(202) 576-6854
14. Upshur Recreation Center
14th Street and Arkansas Ave., NW
(202) 576-6842
15. Watts Branch Recreation Center
62nd and Banks Streets, NE
(202) 727-5432
16. Harry Thomas, Sr. Community Center
1801 Lincoln Rd., NE
(202) 576-5642
17. Joseph H. Cole Recreation Center
(formerly Wheatley)
1200 Morse Street, NE
(202) 724-4876
18. Trinidad Recreation Center
Childress and Holbrook Streets, NE
(202) 727-5446